

## LIBRARIAN II

**PURPOSE:** Provide library service to the public; develop and manage library services, programs, and collections; and direct work activities of assigned staff.

**FUNCTIONAL AREAS:** Under direction:

1. Provide library service to the public.
  - \* A. Serve the public directly by staffing public service sites.
  - \* B. Serve as a resource person to other staff at public service sites.
  - \* C. Provide information to the public using a variety of sources, formats, technologies, and equipment.
  - \* D. Represent the division and library to the community, other library divisions, and City departments.
  - \* E. Investigate and resolve complaints and problems.
  - \* F. Maintain professional growth and development through a variety of activities which may include continuing education courses, seminars, conferences, and participation in professional organizations.
2. Develop and manage library services, programs, and collections.
  - \* A. Analyze customer and community needs and interests, including analysis of collection/customer usage data and collaboration with other library staff, community organizations, or governmental agencies; and make recommendations for development of library services, programs, and collections based on findings.
  - \* B. Participate in the evaluation and revision of the division's collection policy for the selection and purchase of materials, technology, and services.
  - \* C. Select materials, technology, and services within budget.
  - \* D. Organize, maintain, and promote library services, programs, technology, and collections.
  - \* E. Perform professional tasks related to the organization, inventory and retrieval of library resources, adhering to national and international standards.
3. Organize and direct the activities of library staff.
  - \* A. Participate in the selection of library staff.
  - \* B. Train and provide coaching and feedback to library staff.
  - \* C. Schedule and direct work activities of library staff.
  - \* D. Lead project teams.
  - \* E. Evaluate staff performance.
4. Assist in division and department management functions as assigned.
  - \* A. Participate in developing and adjusting division budget.
  - \* B. Participate in or lead committees and task forces.

- \* C. Plan, manage, and evaluate projects or programs.
- \* D. Monitor division's effectiveness and recommend changes.
- \* E. Maintain records and prepare reports.
- \* F. Serve as the senior staff person within the division or department in the absence of the Librarian III and Director.
- G. Perform related tasks as assigned.

## **JOB REQUIREMENTS**

### Education & Experience Requirements

- † Master's degree in Library Science from an American Library Association accredited school plus two (2) years professional library experience.

### Knowledge Requirements

- † A. Knowledge of the principles and practices of Library Science, including cataloging and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws; library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing.
- † B. Knowledge of effective supervisory practices and training techniques.
- † C. Knowledge of basic financial and budgetary practices.

### Ability Requirements

- † A. Ability to organize, analyze, and evaluate data to formulate and execute plans.
- † B. Ability to communicate effectively both orally and in writing.
- † C. Ability to follow and issue oral and written instructions.
- † D. Ability to provide professional expertise in the development, promotion and implementation of library programs and services , including financial management .
- † E. Ability to use and apply library technologies and equipment, and personal computer technology.
- † F. Ability to handle information requests efficiently and effectively.
- † G. Ability to perform detail work accurately and consistently.
- † H. Ability to use independent judgment and discretion in completing diverse professional activities, and to accept responsibility for one's decisions and actions.
- † I. Ability to meet deadlines and to maintain composure when working under pressure.
- † J. Ability to effectively manage multiple projects.
- † K. Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- † L. Ability to work as a member of a team.
- † M. Ability to coordinate work activities and supervise staff within prescribed

parameters.

- † N. Ability to establish and maintain positive and effective working relationships with the public and with library staff, including people of all ages, abilities, and from a variety of social, economic, and ethnic backgrounds.
- † O. Ability to work scheduled hours, including evenings and weekends .
- † P. Ability to retrieve and replace materials on shelves at various heights.
- † Q. Ability to push and pull shelving carts requiring up to 41 pounds of force for distances of up to 25 feet on a carpeted surface.
- † R. Ability to transport materials weighing up to 25 pounds, and occasionally weighing up to 50 pounds, from one part of the library to another.
- † S. Ability to work in a stationary position for long periods.
- † T. Ability to transport oneself throughout the library and to and from branch libraries.
- † U. Ability to attend work on a regular basis.

\*Essential functions of the job

†Job requirements necessary on the first day of employment

Anlst: JA	Class: 3303	Union: Basic	Pay: 133	CSB: 20060306
CC: 20080414	Res: 08-0240R	EEOC: Professional	EEOF: Other	WC: 8810